	Enrollm	ent No: Exam Seat No:	
		C.U.SHAH UNIVERSITY	
		Winter Examination-2015	
	Subject 1	Name: Professional Communication Skills	
	Subject ( Semester Instruction		:70
	(1) U (2) I (3) I	Use of Programmable calculator & any other electronic instrument is prohibited. Instructions written on main answer book are strictly to be obeyed. Draw neat diagrams and figures (if necessary) at right places.  Assume suitable data if needed.	
Q-1		Answer the following questions	(14)
	a)	Taj Mahal was built by one of Mughals. (Find out any one preposition)	
	<b>b</b> )	We will prepare presentation on 'Environment'. (Turn the sentence into passive)	
	<b>c</b> )	My brother with this company since 2010. (To work)	
	d)	Management. (Transform this word into verb)	
	<b>e</b> )	The herd of elephants roaming around lake. (is, are, has)	
	<b>f</b> )	The person who predicts the future is known as	
	<b>g</b> )	Define behavior.	
	<b>h</b> )	I don't like to read at night. (Make this sentence positive)	
	i)	Why are you looking in sky? (Identify underlined parts of speech)	
	<b>j</b> )	Who wrote the poem 'The Lamb'?	
	<b>k</b> )	'A Marriage Proposal' is written by	
	l)	Who is suffering from Scorpion's bite in a poem 'The Night of Scorpion'?	
	m) n)	A doctor who treats children is known as  Milkman should not much water in milk. (Ad, add)	
		Attempt any four questions from Q-2 to Q-8	
Q-2		Attempt all questions	(14)
	<b>a</b> )	Write a short note on Lomov.	
0.0	<b>b</b> )	Draft an order letter of different types of stationery material for your shop.	(4.4)
Q-3	`	Attempt all questions	(14)
	<b>a</b> )	Explain verbal communication in details.	
0.4	<b>b</b> )	Summarize a poem 'The Pulley' in your own words.	(14)
Q-4	ره	Attempt all questions  Write a raview on any literary book that you recently read	(14)
	a) b)	Write a review on any literary book that you recently read. Write a review on any one movie, which conveys social message.	
Q-5	U)	Attempt all questions	(14)
<b>4</b> -3	a)	What is presentation? Discuss the necessary steps for effective presentation.	(14)
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Write a report on 'Celebration of Teachers' Day in Your College'.

**(14)** 

Elaborate barriers in delivering presentation.

**Attempt all questions** 

b)

a)

**Q-6** 

	<b>b</b> )	Define report along with characteristics of it.	
Q-7		Attempt all questions	(14)
	a)	Which questions does little lamb ask to God? What are the answers of God?	
	<b>b</b> )	What is non-verbal communication? Explain Gesture as a part of it.	
Q-8		Attempt all questions	(14)
	a)	Draft a complaint letter for damaged parcel of scanners you received.	
	<b>b</b> )	Why do people gather at poet's home? What are their reactions for the incident?	